



# REEDSBURG PUBLIC LIBRARY APPLICATION FOR MEETING ROOM USE

370 Vine Street ~ Reedsburg, Wisconsin 53959 ~ 608-768-READ  
www.reedsburglibrary.org

Received by: \_\_\_\_\_  
staff initials \_\_\_\_\_  
Date Received \_\_\_\_\_

**Meeting Time:** Begin: \_\_\_\_\_ End: \_\_\_\_\_ **Meeting Date:** \_\_\_\_\_  
Include setup & cleanup

Number of persons attending (estimate): \_\_\_\_\_ (Maximum Room Capacity = 10)  
Room layout may not be changed.

**Describe Refreshments** (if any): \_\_\_\_\_

<b>Applicant Information</b>	<b>Organization Information</b>
Name: _____	Name: _____
Daytime Telephone: _____	Purpose for Room Use: _____
Evening Telephone: _____	_____
Fax: _____	Organization Address: _____
E-mail: _____	_____
Applicant's Postal Address: _____	_____
May we give your name and phone number to the public in regards to this event? <input type="checkbox"/> Yes <input type="checkbox"/> No	Telephone: _____

- I have read and agree to follow the Reedsburg Public Library Meeting Room Policy
- I understand that I am responsible for the use and care of the room for the duration of the event.
- I will leave the room clean and arranged as posted and notify staff when use of the room is complete.
- I will notify the Library a minimum of 24-hours in advance if I need to cancel or make changes.
- I will not post materials on meeting room walls
- I agree to utilize street and non-library parking so as not to inconvenience library users.
- I understand that while using the Conference Room no admission may be charged, and any intention to sell products, services or compile contact lists has been disclosed above.

Signature of Applicant \_\_\_\_\_ Date: \_\_\_\_\_

<b>STAFF USE ONLY</b>		
<b>Room Use Approved:</b> _____	<b>Date:</b> _____	<b>Online calendar:</b> _____ (659EC7)
Equipment Requested: _____		